

ADMINISTRATIVE - INTERNAL USE ONLY

SPECIAL BULLETIN

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OFFICE OF TRAINING

24 October 1972

To: All Training Officers of the Agency

FUNDAMENTALS OF BUDGETING

Fundamentals of Budgeting is a new course designed for personnel who are, or will be, responsible for developing and processing basic financial and statistical data for the Agency program and budget exercises, using the new computerized budget control system. Developed by the SIPS task force under the auspices of the Office of Finance and the Office of Planning, Programming and Budgeting, it imparts the skills necessary to participate in the actual compilation of a budget. The Fundamentals of Budgeting is distinct from Survey of Budgeting, the familiarization course conducted by O/PPB which provides an overview of the entire budget cycle from preparation through approval by the Congress and final execution action by the Agency.

DATES : 27 November - 1 December 1972

LOCATION : Room 1A-13 Headquarters

REGISTRATION: Limited to 25. Submit Form 73, "Request for Internal Training" to OTR/ISS/AIR, Room 1036 Chamber of Commerce Building by 15 November 1972. Student workbooks will be distributed prior to the beginning of the course.

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ADDITIONAL INFORMATION : On course content, call [] extension [] On registration, call OTR/ISS/AIR, extension []

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| TRANSMITTAL SLIP | | DATE |
| TO: [REDACTED] | | - Oct 72 |
| ROOM NO. | BUILDING | |
| REMARKS: | | |

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For your Wednesday meeting the attached Bulletin describes a new course which you may wish to bring to the attention of the Division Chiefs of Support. This new course is technique oriented and may prove to be of significant value to our budgeteers.

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| For the first running, [REDACTED] and [REDACTED] from the Career Service have already been enrolled. [REDACTED] has just been | | |
| FROM: added as the third - <i>[Signature]</i> | | |
| ROOM NO. | BUILDING | EXTENSION |

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED

(47)

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